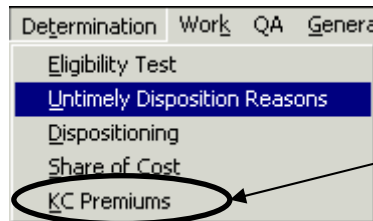


KidsCare Premium History

A. Overview

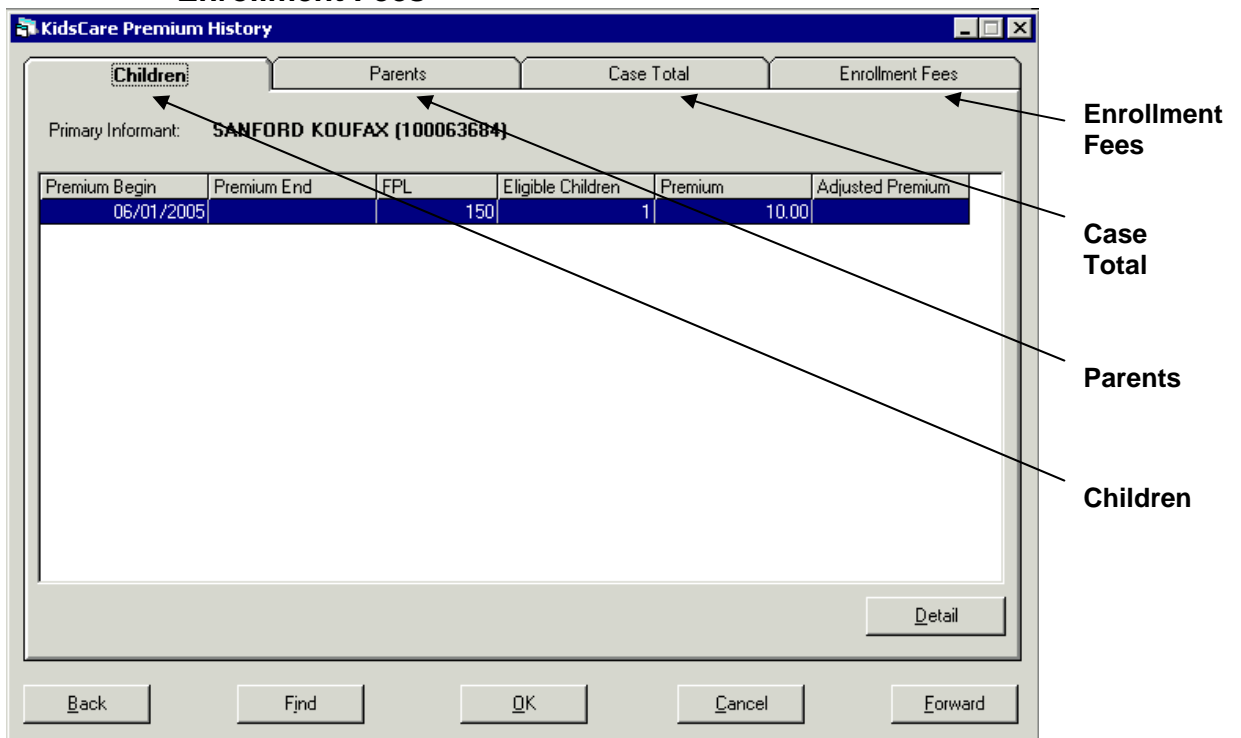
1. Introduction

To access the “**KidsCare Premium History**” window on the main menu, click “**Determination**”. On the drop down menu, select “**KC Premiums**”.



The “**KidsCare Premium History**” window has four tabs:

- **Children**
- **Parents**
- **Case Total**
- **Enrollment Fees**



B. Children Tab

1. Introduction

The “**Children**” tab on the “**KidsCare Premium History**” window displays the premium history for all children approved for KidsCare.

The “**Children**” tab has two main parts:

- **Primary Informant** Automatically entered by ACE. Displays the name of the Primary Informant as well as their PID.
- **Premium Summary** Displays information relevant to the KidsCare premium.

The screenshot shows the "KidsCare Premium History" window with the "Children" tab selected. The "Primary Informant" field is circled and labeled "Primary Informant". Below it is a table labeled "Premium Summary" with the following data:

Premium Begin	Premium End	FPL	Eligible Children	Premium	Adjusted Premium
06/01/2005		150	1	10.00	

The "Detail" button is located at the bottom right of the table. The window has a standard Windows interface with "Back", "Find", "OK", "Cancel", and "Forward" buttons at the bottom.

The “**Premium Summary**” grid displays the following information:

- **Premium Begin** The date that the premium began.
- **Premium End** The date that the premium ended.
- **FPL** The percentage range of the FPL the family's income is below.
- **Eligible Children** The number of children who are approved for KidsCare.

- **Premium** The premium as determined by ACE.
- **Adjusted Premium** The manually adjusted premium.

The screenshot shows the "KidsCare Premium History" window. At the top, there are tabs for "Children", "Parents", "Case Total", and "Enrollment Fees". Below the tabs, it says "Primary Informant: SANFORD KOUFAX (100063684)". A table displays premium history with the following data:

Premium Begin	Premium End	FPL	Eligible Children	Premium	Adjusted Premium
06/01/2005		150	1	10.00	

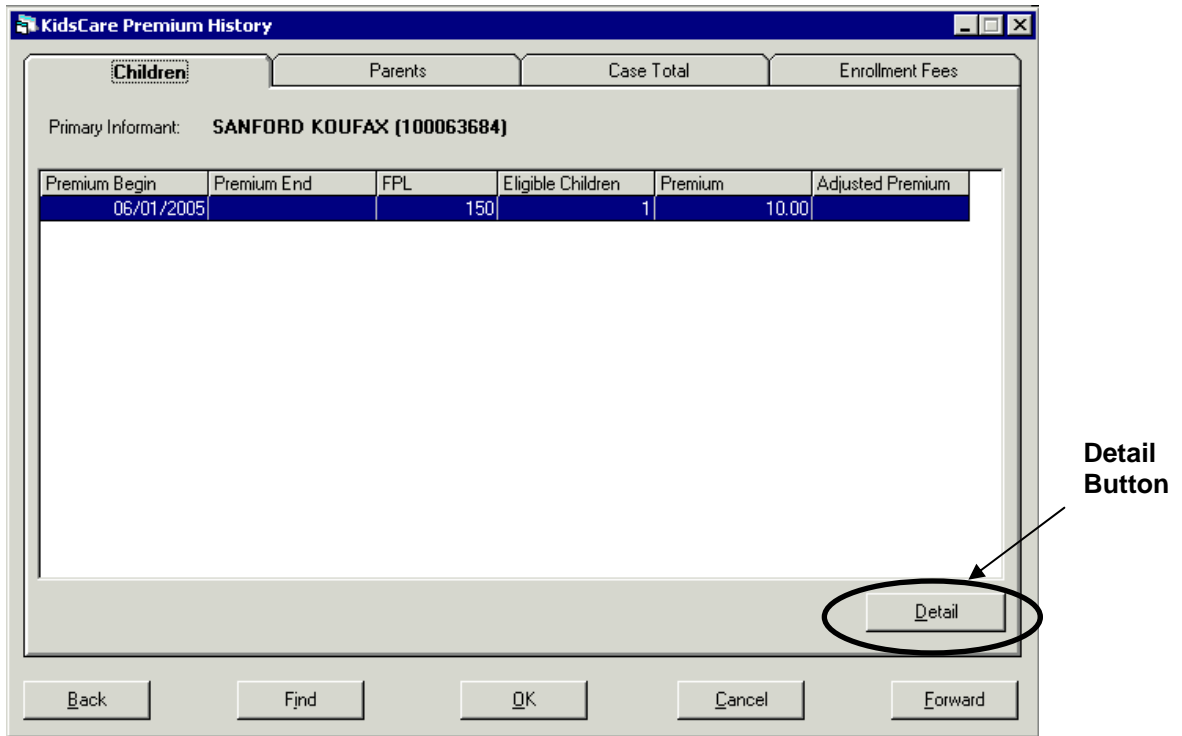
Labels on the right side of the window point to the following fields:

- Premium (points to the "Premium" column header)
- Adjusted Premium (points to the "Adjusted Premium" column header)
- Eligible Children (points to the "Eligible Children" column header)
- FPL (points to the "FPL" column header)
- Premium End (points to the "Premium End" column header)
- Premium Begin (points to the "Premium Begin" column header)

At the bottom of the window, there are buttons for "Back", "Find", "OK", "Cancel", and "Forward". A "Detail" button is located at the bottom right of the table area.

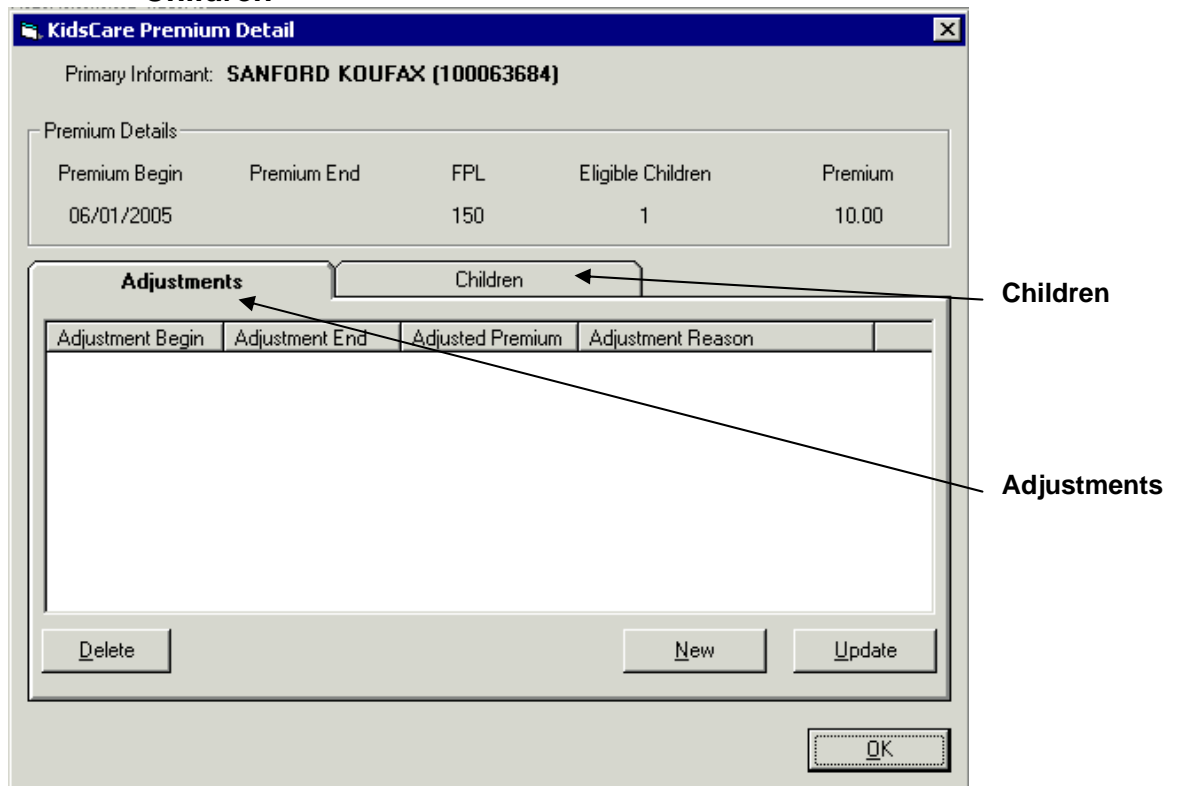
2. KidsCare Premium Detail

The "**KidsCare Premium Detail**" window displays premium adjustment information for KidsCare premiums. To access this screen, click on the "**Detail**" button on the "**KidsCare Premium History**" window.



The “KidsCare Premium Detail” window has two tabs:

- Adjustments
- Children



The “Adjustment” and “Children” tabs share the following parts:

- **Primary Informant** Automatically entered by ACE. Displays the name of the Primary Informant as well as their PID.
- **Premium Details Summary** Displays the Premium Begin, Premium End, FPL, Eligible Children and Premium.

Primary Informant: **SANFORD KOUFAX (100063684)**

Premium Details

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

Adjustments | Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason	

Delete New Update OK

3. Adjustment Tab

The “**Adjustment**” tab on the “**KidsCare Premium Detail**” window displays the “**Adjustment Summary**” grid for all KidsCare premiums.

KidsCare Premium Detail

Primary Informant: **SANFORD KOUFAX (100063684)**

Premium Details

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

Adjustments | Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason

Adjustment Summary

Delete New Update OK

The “**Adjustment Summary**” grid displays the following information:

- **Adjustment Begin** The date the adjustment began.
- **Adjustment End** The date the adjustment ended.
- **Adjusted Premium** The adjusted premium amount.
- **Adjustment Reason** The reason the premium was adjusted.

The screenshot shows the 'KidsCare Premium Detail' window. At the top, it displays 'Primary Informant: SANFORD KOUFAX (100063684)'. Below this is a 'Premium Details' section with a table:

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

Below the table are two tabs: 'Adjustments' (selected) and 'Children'. The 'Adjustments' tab contains a table with the following headers:

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason

At the bottom of the window are buttons for 'Delete', 'New', 'Update', and 'OK'. Annotations on the right side point to specific fields: 'Adjustment Begin' points to the first column header of the Adjustments table; 'Adjusted Premium' points to the third column header; 'Adjustment Reason' points to the fourth column header; and 'Adjustment End' points to the second column header.

4. Children Tab

The “**Children**” tab on the “**KidsCare Premium Detail**” window displays a list of all the children in the household. The “**Children**” tab contains the following fields:

- **Child Name** The name of the child.
- **FPL** The level of the FPL that the child’s income group falls into.
- **Status** The status that causes the child to not have a premium. The two statuses are Potential Medicaid and Native American.

KidsCare Premium Detail

Primary Informant: **SANFORD KOUFAX (100063684)**

Premium Details

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

Adjustments | **Children**

Child Name	FPL	Status
SAM KOUFAX	150	

OK

Annotations: Arrows point from labels on the right to the corresponding fields in the form. 'Child Name' points to the child name field in the table. 'FPL' points to the FPL field in the table. 'Status' points to the status field in the table.

5. Adjusting the Children's Premium

If the KidsCare premium needs to be adjusted, click on the **"New"** button on the **"Adjustments"** tab on the **"KidsCare Premium Detail"** window.

Premium

- **Adjustment Reason**

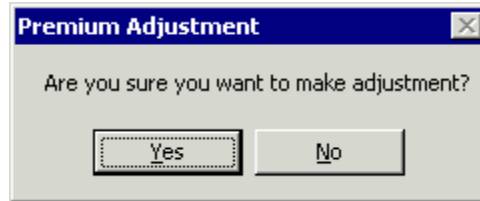
You will need to select an “**Adjustment Reason**”. To open the drop down list, click on the ▼ (down arrow) for “**Adjustment Reason**”. Select the choice that best describes the reason the premium is being adjusted.

The screenshot shows the "KidsCare Premium Adjustment Detail" window. It contains several fields: "Adjustment Begin" with the date "10/01/2005", "Adjustment End" with a blank date field, "Adjusted Premium" with a blank field, and "Adjustment Reason" with a dropdown menu. The dropdown menu is open, showing options: "APPEAL", "CORRECTION OF ERROR", "EXCEEDS 5% OF INCOME", "HARDSHIP WAIVER", and "UNTIMELY PROCESSING". Arrows point from labels on the right to these fields: "Adjustment Begin", "Adjustment End", "Adjusted Premium", and "Adjustment Reason". The "Adjustment Reason" label points to the open dropdown list.

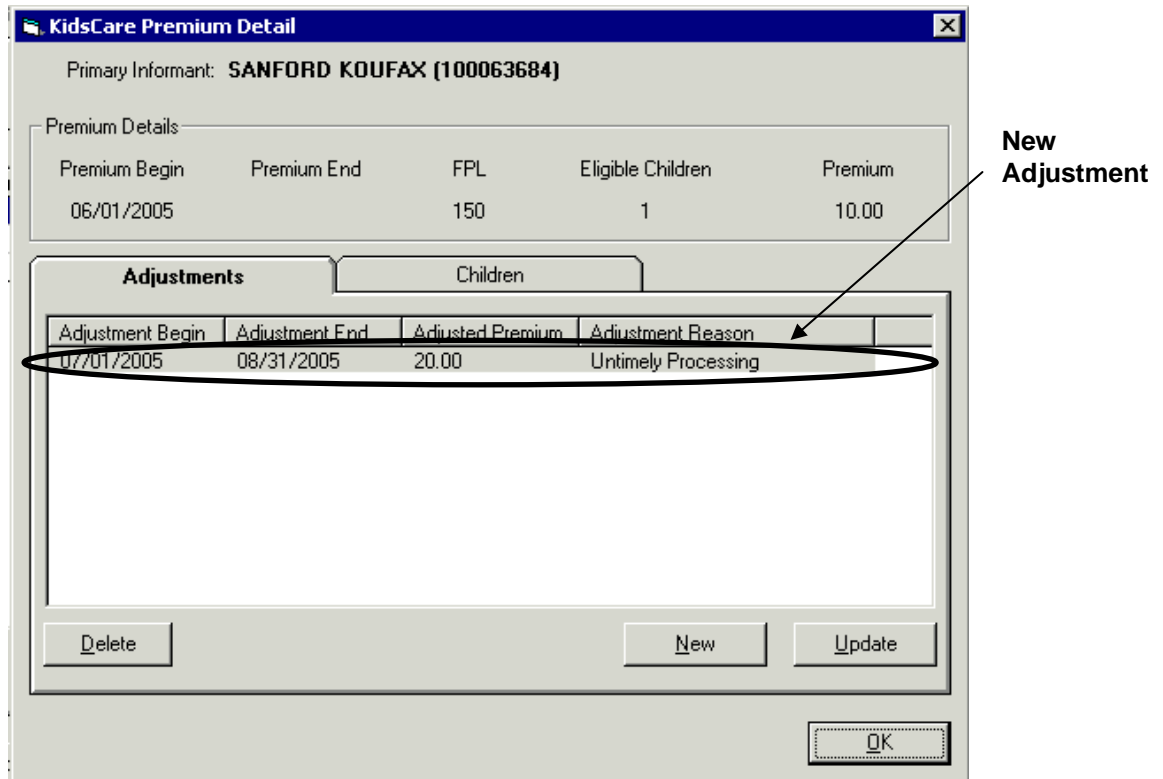
Once you have filled in the needed information, click the “**OK**” button.

The screenshot shows the "KidsCare Premium Adjustment Detail" window with the form filled out. "Adjustment Begin" is "10/01/2005", "Adjustment End" is "10/31/2005", "Adjusted Premium" is "MORE THAN ONE CHILD AT 150% FPL (\$15.00)", and "Adjustment Reason" is "UNTIMELY PROCESSING". Below the form, a message states: "This adjustment has NOT been processed by the billing system". The "OK" button is circled, and an arrow points to it from the label "OK Button" on the right.

This will prompt a window asking, “**Are you sure you want to make adjustment?**”. If the information you entered is not correct, click “**No**”, and you will be taken back to the “**KidsCare Premium Adjustment Detail**”. If the information you entered is correct, click “**Yes**”.



You will be taken to the “**KidsCare Premium Detail**” window, with the adjusted premium information in the “**Adjustment Summary**” grid on the “**Adjustments**” tab.

The "KidsCare Premium Detail" window shows information for Primary Informant: SANFORD KOUFAX (100063684). It has two tabs: "Adjustments" (selected) and "Children". The "Adjustments" tab contains a table with the following data:

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason
07/01/2005	08/31/2005	20.00	Untimely Processing

An arrow points from the text "New Adjustment" to the "Adjusted Premium" column of the second table. Below the tables are buttons for "Delete", "New", "Update", and "OK".

6. Updating the Children’s Premium

If an adjustment needs to be corrected, you can correct the adjustment information by selecting the adjustment record and clicking on the “**Update**” button.

KidsCare Premium Detail

Primary Informant: **SANFORD KOUFAX (100063684)**

Premium Details

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

Adjustments Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason
07/01/2005	08/31/2005	20.00	Untimely Processing

Delete New Update OK

Update Button

This will bring up the “**KidsCare Premium Adjustment Detail**” window, with the information from the adjustment already filled in. Once you have corrected the information, click the “**Update**” button to have ACE accept the changes.

KidsCare Premium Adjustment Detail

Adjustment Details

Adjustment Begin: 07/01/2005 Adjustment End: 08/31/2005

Adjusted Premium: 20.00 Adjustment Reason: Untimely Processing

Update Cancel

Update Button

This will prompt a window asking, “**Are you sure you want to update adjustment?**”. If the information you entered is not correct, click “**No**”, and you will be taken back to the “**KidsCare Premium Adjustment Detail**”. If the information you entered is correct, click “**Yes**”.

Adjustment Update

Are you sure you want to update adjustment?

Yes No

You will be taken to the “**KidsCare Premium Detail**” window, with the adjusted premium information in the “**Adjustment Summary**” grid on the “**Adjustments**” tab.

7. Deleting the Children’s Adjustment

After completing an adjustment, you can delete the adjustment information by selecting the adjustment record and clicking on the “**Delete**” button.

! The “**Delete**” button will be grayed out once the adjustment has been processed by the Division of Business and Finance (DB&F).

KidsCare Premium Detail

Primary Informant: **SANFORD KOUFAX (100063684)**

Premium Details

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

Adjustments | Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason
07/01/2005	08/31/2005	20.00	Untimely Processing

Delete **New** **Update** **OK**

Delete Button

This will prompt a window asking, “**Are you sure you want to delete adjustment?**”. If you do not want to delete the adjustment, click “**No**”, and you will be taken back to the “**KidsCare Premium Detail**” with the adjustment record still there. If the adjustment should be deleted, click “**Yes**”.

Delete Premium Adjustment

Are you sure you want to delete adjustment?

Yes **No**

You will be taken to the “**KidsCare Premium Detail**” window in which that adjustment record will be deleted.

The screenshot shows a window titled "KidsCare Premium Detail". At the top, it says "Primary Informant: SANFORD KOUFAX (100063684)". Below this is a section labeled "Premium Details" containing a table with the following data:

Premium Begin	Premium End	FPL	Eligible Children	Premium
06/01/2005		150	1	10.00

Below the premium details is a section with two tabs: "Adjustments" (selected) and "Children". Under the "Adjustments" tab is a table with the following headers: "Adjustment Begin", "Adjustment End", "Adjusted Premium", and "Adjustment Reason". The table is currently empty. An arrow points to the right side of the table with the text "Adjustment has now been deleted." At the bottom of the window are buttons for "Delete", "New", "Update", and "OK".

C. Parents Tab

1. Introduction

The “**Parents**” tab on the “**KidsCare Premium History**” window displays the premium history for all parents approved for AHCCCS Health Insurance for Parents.

The “**Parents**” tab has two main parts:

- **Applicant List** Displays the name of the active parent. To select another parent who is part of the same household, click on the ▼ (down arrow), and click on the other parent’s name.
- **Premium Summary** Displays information relevant to the AHCCCS Health Insurance for Parents premium.

KidsCare Premium History

Children Parents Case Total Enrollment Fees

Applicant List: SANDY KOUFAX

Premium Begin: 06/01/2005 Premium: 150 Adjusted Premium: 15.00

Detail

Back Find OK Cancel Forward

Applicant List

Premium Summary

Premium Begin	Premium	Adjusted Premium
06/01/2005	150	15.00

The “**Premium Summary**” grid displays the following information:

- **Premium Begin** The date that the premium began.
- **Premium End** The date that the premium ended.
- **FPL** The percentage range of the FPL the family’s income is below.
- **Status** The status that causes the parent to not have a premium. The two statuses are Potential Medicaid and Native American.
- **Premium** The premium as determined by ACE.
- **Adjusted Premium** The manually adjusted premium.

The screenshot shows the 'KidsCare Premium History' window. It has a title bar with standard window controls. Below the title bar are four tabs: 'Children', 'Parents' (which is selected), 'Case Total', and 'Enrollment Fees'. Under the 'Parents' tab, there is a dropdown menu labeled 'Applicant List' with 'SANDY KOUFAX' selected. Below this is a table with the following columns: 'Premium Begin', 'Premium End', 'FPL', 'Status', 'Premium', and 'Adjusted Premium'. The first row of data shows '06/01/2005', an empty cell, '150', an empty cell, '15.00', and an empty cell. A 'Detail' button is located at the bottom right of the table area. At the very bottom of the window are five buttons: 'Back', 'Find', 'OK', 'Cancel', and 'Forward'. On the right side of the image, there are labels with arrows pointing to specific parts of the window: 'Premium' points to the 'Premium' column header, 'Adjusted Premium' points to the 'Adjusted Premium' column header, 'Status' points to the 'Status' column header, 'FPL' points to the 'FPL' column header, 'Premium End' points to the 'Premium End' column header, and 'Premium Begin' points to the 'Premium Begin' column header.

Premium Begin	Premium End	FPL	Status	Premium	Adjusted Premium
06/01/2005		150		15.00	

2. KidsCare Premium Detail

The “**KidsCare Premium Detail**” window displays premium adjustment information for KidsCare premiums. To access this screen, click on the “**Detail**” button on the “**Parents**” tab on the “**KidsCare Premium History**” window.

KidsCare Premium History

Children **Parents** Case Total Enrollment Fees

Applicant List: SANDY KOUFAX

Premium Begin	Premium End	FPL	Status	Premium	Adjusted Premium
06/01/2005		150		15.00	

Detail

Back Find OK Cancel Forward

Detail Button

The “KidsCare Premium Detail” window has two tabs:

- Adjustments
- Children (grayed out for the parents)

KidsCare Premium Detail

Applicant: SANDY KOUFAX

Premium Details

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Adjustments Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason
------------------	----------------	------------------	-------------------

Delete New Update OK

Children (grayed out)

Adjustments

The “**Adjustment**” and “**Children**” (not enabled for parents) tabs share the following parts:

- **Applicant** Automatically entered by ACE. Displays the name of the parent.
- **Premium Details Summary** Displays the Premium Begin, Premium End, FPL, Status and Premium.

The screenshot shows a window titled "KidsCare Premium Detail". At the top, there is a field labeled "Applicant: SANDY KOUFAX" which is circled. Below this is a section titled "Premium Details" containing a table with the following data:

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Below the Premium Details section are two tabs: "Adjustments" (which is selected) and "Children". The "Adjustments" tab contains a grid with the following headers: "Adjustment Begin", "Adjustment End", "Adjusted Premium", and "Adjustment Reason". The grid is currently empty. At the bottom of the window, there are three buttons: "Delete", "New", and "Update". An "OK" button is located at the bottom right of the window.

Labels on the right side of the image point to the "Applicant" field and the "Premium Details" table.

3. Adjustment Tab

The “**Adjustment**” tab on the “**KidsCare Premium Detail**” window displays the “**Adjustment Summary**” grid for the selected KC Parent’s premium.

Applicant: **SANDY KOUFAX**

Premium Details

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Adjustments | Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason
------------------	----------------	------------------	-------------------

Adjustment Summary

Delete New Update OK

The “**Adjustment Summary**” grid displays the following information:

- **Adjustment Begin** The date the adjustment began.
- **Adjustment End** The date the adjustment ended.
- **Adjusted Premium** The adjusted premium amount.
- **Adjustment Reason** The reason the premium was adjusted.

KidsCare Premium Detail

Applicant: **SANDY KOUFAX**

Premium Details

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Adjustments | Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason

Buttons: **Delete** **New** **Update** **OK**

Annotations:

- Adjustment Begin**: Points to the first column header of the Adjustments table.
- Adjusted Premium**: Points to the third column header of the Adjustments table.
- Adjustment Reason**: Points to the fourth column header of the Adjustments table.
- Adjustment End**: Points to the second column header of the Adjustments table.

4. Adjusting a Parent's Premium

If the KC Parent's premium needs to be adjusted, click on the **"New"** button on the **"Adjustments"** tab on the **"KidsCare Premium Detail"** window.

Premium

- **Adjustment Reason**

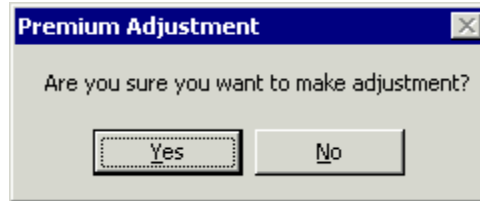
You will need to select an “**Adjustment Reason**”. To open the drop down list, click on the ▼ (down arrow) for “**Adjustment Reason**”. Select the choice that best describes the reason the premium is being adjusted.

The screenshot shows the 'KidsCare Premium Adjustment Detail' window. The 'Adjustment Details' section contains four fields: 'Adjustment Begin' (10/01/2005), 'Adjustment End' (empty), 'Adjusted Premium' (empty), and 'Adjustment Reason' (empty). The 'Adjustment Reason' dropdown is open, showing a list of options: 'APPEAL', 'CORRECTION OF ERROR', 'EXCEEDS 5% OF INCOME', 'HARDSHIP WAIVER', and 'UNTIMELY PROCESSING'. Arrows point from labels on the right to each of these four fields: 'Adjustment Begin', 'Adjustment End', 'Adjusted Premium', and 'Adjustment Reason'. The 'OK' and 'Cancel' buttons are at the bottom right.

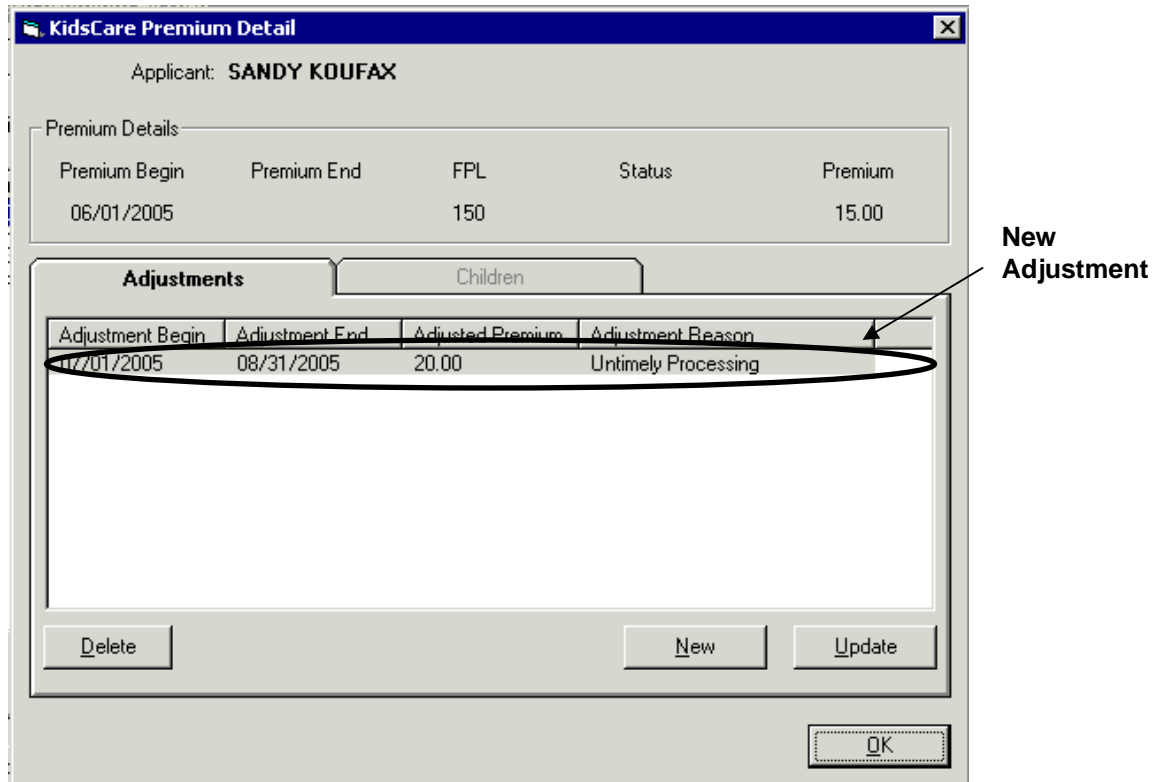
Once you have filled in the needed information, click the “**OK**” button.

The screenshot shows the 'KidsCare Premium Adjustment Detail' window with the form filled out. The 'Adjustment Begin' is 10/01/2005, 'Adjustment End' is 10/31/2005, 'Adjusted Premium' is 'MORE THAN ONE CHILD AT 150% FPL (\$15.00)', and 'Adjustment Reason' is 'UNTIMELY PROCESSING'. A message at the bottom states: 'This adjustment has NOT been processed by the billing system'. The 'OK' button is circled, and an arrow points from the label 'OK Button' to it. The 'Cancel' button is also visible.

This will prompt a window asking, “**Are you sure you want to make adjustment?**”. If the information you entered is not correct, click “**No**”, and you will be taken back to the “**KidsCare Premium Adjustment Detail**”. If the information you entered is correct, click “**Yes**”.



You will be taken to the “**KidsCare Premium Detail**” window, with the adjusted premium information in the “**Adjustment Summary**” grid on the “**Adjustments**” tab.

A screenshot of the "KidsCare Premium Detail" window. The title bar says "KidsCare Premium Detail" with a close button. Below the title bar, it says "Applicant: SANDY KOUFAX". There is a section for "Premium Details" with a table showing "Premium Begin", "Premium End", "FPL", "Status", and "Premium". The values are "06/01/2005", "08/31/2005", "150", "Status", and "15.00". Below this is a tabbed interface with "Adjustments" and "Children" tabs. The "Adjustments" tab is active, showing a table with columns: "Adjustment Begin", "Adjustment End", "Adjusted Premium", and "Adjustment Reason". The first row of data is circled in black and labeled "New Adjustment" with an arrow. The values in this row are "07/01/2005", "08/31/2005", "20.00", and "Untimely Processing". At the bottom of the window, there are buttons for "Delete", "New", "Update", and "OK".

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005	08/31/2005	150	Status	15.00

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason
07/01/2005	08/31/2005	20.00	Untimely Processing

5. Updating a Parent's Premium

If an adjustment needs to be corrected, you can correct the adjustment information by selecting the adjustment record and clicking on the “**Update**” button.

Applicant: **SANDY KOUFAX**

Premium Details

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Adjustments Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason
07/01/2005	08/31/2005	20.00	Untimely Processing

Delete New **Update** OK

Update Button

This will bring up the “**KidsCare Premium Adjustment Detail**” window, with the information from the adjustment already filled in. Once you have corrected the information, click the “**Update**” button to have ACE accept the changes.

Adjustment Details

Adjustment Begin: 07/01/2005 Adjustment End: 08/31/2005

Adjusted Premium: 20.00 Adjustment Reason: Untimely Processing

Update Cancel

Update Button

This will prompt a window asking, “**Are you sure you want to update adjustment?**”. If the information you entered is not correct, click “**No**”, and you will be taken back to the “**KidsCare Premium Adjustment Detail**”. If the information you entered is correct, click “**Yes**”.

Adjustment Update

Are you sure you want to update adjustment?

Yes No

You will be taken to the “**KidsCare Premium Detail**” window, with the adjusted premium information in the “**Adjustment Summary**” grid on the “**Adjustments**” tab.

KidsCare Premium Detail

Applicant: SANDY KOUFAX

Premium Details

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Adjustments Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason
07/01/2005	08/31/2005	20.00	Untimely Processing

Delete New Update OK

Updated Adjustment

6. Deleting a Parent's Adjustment

After completing an adjustment, you can delete the adjustment information by selecting the adjustment record and clicking on the “**Delete**” button.



The “**Delete**” button will be grayed out once the adjustment has been processed by the Division of Business and Finance (DB&F).

KidsCare Premium Detail

Applicant: **SANDY KOUFAX**

Premium Details

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Adjustments Children

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason
07/01/2005	08/31/2005	20.00	Untimely Processing

Delete Button

Delete New Update OK

This will prompt a window asking, “**Are you sure you want to delete adjustment?**”. If you do not want to delete the adjustment, click “**No**”, and you will be taken back to the “**KidsCare Premium Detail**” with the adjustment record still there. If the adjustment should be deleted, click “**Yes**”.

Delete Premium Adjustment

Are you sure you want to delete adjustment?

Yes No

You will be taken to the “**KidsCare Premium Detail**” window in which that adjustment record will be deleted.

The screenshot shows a window titled "KidsCare Premium Detail" with a close button (X) in the top right corner. Below the title bar, it says "Applicant: SANDY KOUFAX".

Under the "Premium Details" section, there is a table with the following data:

Premium Begin	Premium End	FPL	Status	Premium
06/01/2005		150		15.00

Below this, there are two tabs: "Adjustments" (selected) and "Children". The "Adjustments" tab contains a table with the following headers:

Adjustment Begin	Adjustment End	Adjusted Premium	Adjustment Reason

An arrow points to the empty table with the text: "Adjustment has now been deleted." Below the table are buttons for "Delete", "New", and "Update". At the bottom right is an "OK" button.

D. Case Total Tab

1. Introduction

The "**Case Total**" tab on the "**KidsCare Premium History**" window displays the premium history for both children and parents approved for KidsCare and/or AHCCCS Health Insurance for Parents.

The "**Case Total**" tab has two parts:

- **As of Date** A list of all dates in which the premium has changed.
- **Premium Summary** Shows a case level summary of the premiums in the household.

KidsCare Premium History

Children Parents **Case Total** Enrollment Fees

As of date: Jun 2005

Program	Applicant	Adjustment Reason	Premium
KC PARENT	SANDY KOUFAX		15.00
KC PARENT	SANFORD KOUFAX		15.00
KIDSCARE	CHILDREN		10.00
Total Premium			40.00

Not Adjusted Adjusted

Back Find OK Cancel Forward

As of date

Premium Summary

The “**Premium Summary**” grid displays the following information:

- **Program** Either KidsCare or KC Parent
- **Applicant** Lists the name(s) of the parent(s), as well whether one child or two or more children have been approved.
- **Adjustment Reason** The reason that the premium was adjusted.
- **Premium** The amount of the premium.

As of date: Jun 2005

Program	Applicant	Adjustment Reason	Premium
KC PARENT	SANDY KOUFAX		15.00
KC PARENT	SANFORD KOUFAX		15.00
KIDSCARE	CHILDREN		10.00
Total Premium			40.00

Not Adjusted Adjusted

Back Find OK Cancel Forward

Annotations:

- Adjustment Reason (points to Adjustment Reason column)
- Premium (points to Premium column)
- Applicant (points to Applicant column)
- Program (points to Program column)

E. Enrollment Fees Tab

1. Introduction

The “**Enrollment Fees**” tab on the “**KidsCare Premium History**” window displays the enrollment fee history for all parents approved for AHCCCS Health Insurance for Parents.

The “**Enrollment Fees**” tab has two main parts:

- Primary Informant** Automatically entered by ACE. Displays the name of the Primary Informant as well as their PID.
- Enrollment Fee Summary** Displays information relevant to the AHCCCS Health Insurance for Parents premium.

KidsCare Premium History

Children Parents Case Total **Enrollment Fees**

Primary Informant: **GEORGE JETSON (100063806)**

Fee Date	Applicant	Fee	Adjusted Fee
07/01/2005	GEORGE JETSON	20.00	
07/01/2005	JANE JETSON	20.00	

Detail

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Primary Informant

Enrollment Fee Summary

The “**Enrollment Fee Summary**” grid displays the following information:

- **Fee Date** The date the enrollment fee was charged.
- **Applicant** Lists the name(s) of the parent(s) who were charged an enrollment fee.
- **Fee** The amount of the enrollment fee.
- **Adjusted Fee** The amount of the adjusted enrollment fee.

KidsCare Premium History

Children Parents Case Total **Enrollment Fees**

Primary Informant: **GEORGE JETSON (100063806)**

Fee Date	Applicant	Fee	Adjusted Fee
07/01/2005	GEORGE JETSON	20.00	
07/01/2005	JANE JETSON	20.00	

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Fee

Adjusted Fee

Applicant

Fee Date

2. Adjusting an Enrollment Fee

If the KC Parent's enrollment fee needs to be adjusted, click on the **"Detail"** button on the **"Enrollment Fees"** tab on the **"KidsCare Premium History"** window.

KidsCare Premium History

Children Parents Case Total **Enrollment Fees**

Primary Informant: **GEORGE JETSON (100063806)**

Fee Date	Applicant	Fee	Adjusted Fee
07/01/2005	GEORGE JETSON	20.00	
07/01/2005	JANE JETSON	20.00	

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Detail Button

This brings up the “**KidsCare Enrollment Fee Details**” window.
The “**KidsCare Enrollment Fee Detail**” has three parts:

- **Applicant** (The customer you selected on “**Enrollment Fees**” tab.)
- **Enrollment Fee Details**
- **Adjustment Details**

The “**Enrollment Fee Details**” grid has the following:

- **Fee Date** The date the enrollment fee was assessed.
- **Fee Amount** The amount of the enrollment fee.
- **Adjusted?** Check box that enables the “**Adjustment Details**” grid.

Once enabled, the “**Adjustment Details**” grid has the following:

- **Adjusted Fee** The amount of the adjusted enrollment fee.

- **Adjustment Reason**

You will need to select an “**Adjustment Reason**”. To open the drop down list, click on the ▼ (down arrow) for “**Adjustment Reason**”. Select the choice that best describes the reason the enrollment fee is being adjusted.

Once you have filled in the needed information, click the “**OK**” button. This will prompt a window asking, “**You are about to make an enrollment fee adjustment**”. If the information you entered is not correct, click “**Cancel**”, and you will be taken back to the “**KidsCare Enrollment Fee Adjustment Detail**”. If the information you entered is correct, click “**OK**”.

You will be taken to the “**KidsCare Premium History**” window, with the adjusted enrollment fee information in the “**Enrollment Fee Summary**” grid on the “**Enrollment Fees**” tab.

KidsCare Premium History

Children Parents Case Total **Enrollment Fees**

Primary Informant: **GEORGE JETSON (100063806)**

Fee Date	Applicant	Fee	Adjusted Fee
07/01/2005	GEORGE JETSON	15.00	15.00
07/01/2005	JANE JETSON	20.00	

Detail

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Adjusted
Enrollment
Fee